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MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Furniture and Collateral Equipment for
New Headquarters Building

REFERENCE: Agency Regulation

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1. This memorandum contains recommendations submitted for Deputy Director (Support) approval. Such recommendations are contained in paragraph 5.

2. Reference authorizes Class "A" executive-type furniture and collateral furnishings for occupants of offices in positions approved at Grades 15 and above, under varying use conditions. Although the reference does not include draperies on the list of furnishings, a limited number of requests have been approved on the basis of use in offices occupied by supergrade personnel.

3. Building architects and planning officers have recommended certain areas in the new building be equipped with rugs and draperies as indicated in Tab "A". In consonance with this proposal, it is planned to furnish the public and quasi-official areas with Class "A" executive-type furniture to conform with the proposed decor, as indicated in Tab "B". New executive-type furnishings are proposed for the Director's suite, on the seventh floor, in areas indicated in Tab "C". The private offices of the Director and Deputy Director are to be furnished as indicated in Tab "D".

4. Funds available to the Office of Logistics for procurement of unitized (Class "C") furnishings for the new building are as indicated in Tab "E". This data indicates that the programmed money for FY 63 and FY 64 may not be required.

5. In order to minimize the costs, and yet provide suitable furnishings in the new building, the following recommendations are submitted for your consideration and approval:

a. That rugs and draperies in the new building be furnished in the offices and suites of selected supergrade personnel, Grades 16 and above, whose organizational positions warrant these collateral furnishings.

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b. The proposed requirements as indicated in Tabs "A" through "D" be approved for implementation.

c. Funds in amount of \$253,489 be made available to the Office of Logistics for immediate procurement of furniture and collateral equipment contained in Tabs "A" through "D".

JAMES A. GARRISON
Director of Logistics

Enclosures:

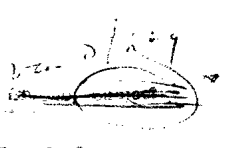
1. Tab "A" - Rugs, Drapes and Curtains for Selected Areas
2. Tab "B" - Class "A" Furniture for Public and Quasi-Official Space
3. Tab "C" - Class "A" Furniture for Director's Suite
4. Tab "D" - Special Furnishings for Director's and Deputy Director's Offices
5. Tab "E" - Unitized Furniture, Class "C"

The recommendations in paragraph 5 are approved.

16 May 1961
Date

17
L. K. WHITE
Deputy Director
(Support)

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OL/PS/A-PB:  (10 May 1961)

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